

# **TOWN OF RICHLANDS JOB DESCRIPTION**

**Department:** Council

**Job Title:** Town Clerk, Appointed Position

**Reports to:** Town Council

**Classification:** Salary, Professional

**Nature of Work:**

Performs a variety of clerical work in support of activities for the Town Council.

**Examples of Job Duties:**

- Give notice of council meetings
- Keep a journal of council proceedings.
- Coordinate and attend meetings; scheduling and confirming meetings.
- Prepares agendas for meetings, which includes collecting, duplicating and organizing supporting documents.
- Authenticate by their signature and record in full in a book kept for the purpose all ordinances and resolutions.
- To perform such other duties as may be prescribed or requested by council.

**Minimum Education, Experience, and Licenses:**

Completion of a standard high school course supplemented by or including typing, and preferably business course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Knowledge, Skills, and Abilities:**

Knowledge of office terminology procedures and equipment; business arithmetic and English; ability to take and transcribe dictation at a reasonable rate of speed; and ability to understand and follow simple oral and written directions. Must have knowledge of word and spreadsheet applications. Must have the ability to establish and maintain an effective working relationship with the public and other employees. Must be able to use good judgment, tact and courtesy at all times.

**Physical Standards:**

Employee must display a professional appearance and dress attire that promotes the Town of Richlands and its employees. Must be physically able to operate a variety of automated office machines, but not limited to computers, typewriters, calculators, copiers, facsimile machine and postage machines.

**Work Standards:**

Normal place of employment will be the Town of Richlands Town Hall.

**Background investigation and requirements:**

Applicant will be subjected to a drug screening and criminal background investigation.

**Wages:**

To be negotiated